



## TOWN OF NORTH ANDOVER

### FINANCE COMMITTEE

#### Meeting Minutes

Meeting Date: 25 March 2010

**Meeting Location:** Town Hall, First Floor  
Conference Room

**Meeting Called to order:** 6:40 PM

#### I. FinCom Members in Attendance

Mark Rodgers-MR, Chairman	X	Ramsey Bahrawy -RB	X
Peter Besen-PB, Vice Chairman	X	Bonnie Wilkinson-BW	X
Ben Osgood-BO	X		
Jean Sullivan-JS	X	Thom Dugan-TD	X
Alan LeBovidge-AL		Herb Cunha-HC, Minutes	X

#### Non FinCom Members in Attendance

OTHERS: -Stan Limpert, SL-Vice Chair-Schl Com. -Matthew Killen, MK-Director IT  
-James Mealey, JM-School Finance -Lyne Savage, LS-Town Accountant  
-Christine Allen, CA-School Committee -Joyce Bradshaw, JB-Town Clerk  
-Curt Bellarance, CB-Dir Comm Devel.

**Note: All FINCOM votes are subject to change upon receipt of new information.**

#### I. Previous Minutes Approved

DATE: 11 Mar 2010	Approved, unanimous
25 Mar 2010	Approved with changes, unanimous

#### III. New Business

##### AGENDA ITEM: A. Finance Committee Report-Joyce Bradshaw

Discussion -JB: She explained the procedures for Warrant preparation and printing with the associated timing. She plans to put Warrant up on line, in addition to having some locations where Warrant can be picked up. This will reduce mailing. Question raised about motions that might be worded different than the Warrant after printing. She can provide copy of motion or changes on separate sheets for citizens to have.

## AGENDA ITEM: **B. CIP School Tech purchase vote**

Discussion: -BW: -Report that was provided is not sufficient, didn't include new information as expected, author indicated that report had gaps. Suggestion is that report not be paid for.

**Vote Taken: BW made a motion: FINCOM recommend favorable action on CIP for replacement of network infrastructure so long as equipment is compatible with existing equipment and systems in the amount not to exceed \$863k. Seconded by RB.**

**Vote: Yes-unanimous, passed.**

## AGENDA ITEM: **C. Warrant Article Discussion**

Discussion: -MR: Voting on remaining Articles to take place by 6 April 2010.  
-Discussion took place about Steven Estate regarding NA Zoning Change and that more information is needed. There may be a financial impact since there would be a need for a parking area.  
-MR: Asked Curt to attend next FINCOM meeting to discuss this matter and that there is a question regarding the \$225k.  
-BO: He pointed out that there is a uniformity provision that is a question. Reference was made to the 50 acres, usually 1 acre, and what are the economic benefits to do this. Also, asked about a funds transfer.  
-LS: Transfer in 2010 \$120k deficit actually about \$90k. To fund \$40k only need to come up with \$12k.  
-MR: He will ask Trustees to come in to discuss their business financials at next FINCOM meeting, 30 Mar.  
-MR: He asked about getting the financial worksheet/spreadsheet for the Warrant.  
-LS: She will provide the worksheet and will add Finance columns for FINCOM's use.  
-MR: Mentioned that items can be reviewed on 30 Mar, 1 Apr or 6 Apr. Pointed out that a budget has to be prepared before the Warrant closes. In the past FINCOM took Mark Rees's budget and adjusted.  
-LS: She will provide copies of budgets.  
-Discussion about Article EE, deals with "...allowing Housing Trust Fund to sell property."  
-CB: Buying or selling needs BOS approval, do not need to go to Town Meeting. If having to borrow, then must go to Town Meeting.  
-MR: Asked BO to provide his questions so that they can be forwarded to John Simons, Chair Planning Dept. to respond.

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**AGENDA ITEM: D. Warrant Article Write-Up review**

Discussion: -Articles were reviewed.

**Vote Taken: Motion by PB: Move to dispense with FINCOM rules to approve articles. Seconded by BW.**

**Vote: Yes, unanimous, passed.**

**Vote Taken: Motion by RB: To approve final draft of Article L (“Amend CIP Appropriations from Prior Years”). Seconded by PB.**

**Vote: Yes, unanimous, passed.**

**Vote Taken: Motion by BO: To accept Article EE (“Amend Town Bylaw Chapter 28, Sec. 5C to allow Housing Trust Fund to Sell Property”) as amended. Seconded by RB.**

**Vote: Yes, unanimous, passed.**

**Vote Taken: Motion by RB: To accept write-up for Article S (“Report of the Community Preservation Committee and Appropriation from the Community Preservation Fund”) with changes. Seconded by BW.**

**Vote: Yes, unanimous, passed.**

-Article Q-regarding CIP items, will use previous write-up and update CIP listing.

-Article M-TD will revise for vote at next FINCOM meeting.

-Article CC-MR will email Mark Rees for Fire Department to provide costs for 3 year contract.

**Vote Taken: Motion by RB: To accept write-up for Article CC (“Fire Department Contract Award”) as revised. Seconded by BW.**

**Vote: Yes-6, No-0, A-1 PB, passed.**

-Article Y: RB will email wireless write-up to AL.

-Articles DD and GG: MR will address.

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**AGENDA ITEM: E. BCG update (Thom & Peter)**

Discussion: -TD: A brief BCG meeting was held, with BOS, School Department and FINCOM in attendance. There was a question about State Revenue forecast to revise the Budget. The next meeting scheduled for 6 April may be pulled up.

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**AGENDA ITEM: F. New Business-other**

Discussion: -MR: FINCOM public meeting is scheduled for 15 April 2010.

-MR: Carlos Bielicki has indicated that he will no longer be on the FINCOM committee.

### III. Old Business/Non-Agenda Items

NON-AGENDA ITEM: **None**

Discussion:

### V. Adjournment

Motion: RB                      Yes Unanimous  
Seconded: BW                      Time: 9:44      PM

### IV. Next Meetings

Thursday, 30 Mar 2010 Town Hall, 6:30 PM

### ACTION ITEMS

C=Complete

ITEM #	ACTION ITEM	INDIVID.	COMPL. DATE	STATUS
1-8	Completed items are shown in FINCOM Mtg Minutes of 4 Mar 2010 for review.			C
9,11-14,16	Completed items are shown in FINCOM Mtg Minutes of 11 Mar 2010 for review.			C
10	Provide a format for a position list, with columns such as FTE levels, salaries, etc. He will send to MR and MRees. Entries can then be made.	TD	25 Feb	
15	Add description column on Master Articles List which are boiler plate articles and will assign Articles to FINCOM members.	MR	16 Mar	
17	Correct current formula issues with the forecaster.	MR/TD	11 Mar	
18	Email Charlie about compensation for NA Planning Board to determine potential financial impact	MR	16 Mar	
19	Email planning Board for Article to amend Sec 16.2 as to their position as favorable or unfavorable action.	MR	16 Mar	